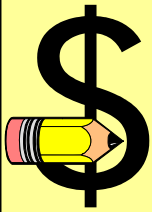


January 2005



# SCHOOL FINANCE UPDATE

*A Monthly Newsletter Published by the School Finance Division*

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward this newsletter to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

**Joan  
Anderson  
promoted to  
Assistant  
Superinten-  
dent of  
Operations**

Congratulations to Joan Anderson who has been promoted to the position of Assistant Superintendent of Operations. Joan has served as the division administrator of OPI's School Finance Division for the past 12 years. In her new position, Joan will administer the divisions of Information Technology Services, Fiscal Services, and School Finance. Joan brings a wealth of experience in school finance and management practices to her new position at OPI. We wish Joan well in her new position!

**Spring  
Enrollment  
Count – Due  
to OPI by  
February 11**

The Spring Enrollment count date is Tuesday, February 1, 2005. Most districts will submit their enrollment reports to OPI using the MAEFAIRS electronic reporting system. Paper filers will receive their blank reports by mail. Enrollment and ANB information is posted at:

<http://www.opi.state.mt.us/pdf/SchoolFinance/forms/EnrollHelp.pdf>. In case February 1 is not a school day for a school in your district (maybe it's a snow day?), report enrollment and attendance on the following school day. OPI Contact: Tal Redpath at (406) 444-3024 or [fredpath@mt.gov](mailto:fredpath@mt.gov)

**New Citrix  
“Client”**

MAEFAIRS users will have to download a new version of the Citrix Client sometime before reporting the Spring Enrollment in February 2005. This can be done anytime. To download the client software, go to the OPI website at <http://www.opi.state.mt.us>, click on the IRIS tab at the top of the page, and click <Install Citrix Clients>. Now, you're all set for the February Enrollment! OPI Contact: Nica Carte at (406) 444-4401 or [ncarte@mt.gov](mailto:ncarte@mt.gov)

**2nd  
Semester  
Bus  
Inspections  
Due  
1/31/2005**

Buses must pass inspection by January 31, 2005, to receive full funding for the second semester. OPI is in the process of transitioning to an electronic system for many of the transportation forms, including the bus inspection form. Consequently, districts did not receive 5-part paper forms this year. Remember to send copies of the inspections from the Montana Highway Patrolmen to OPI and the County Superintendent. OPI Contact: Maxine Mougeot, 406-444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov).

**TR-5 & TR-6 Forms Posted on the OPI Website** New for 2005: TR-5 (Individual Transportation Contract Reimbursement) & TR-6 (Bus Route Reimbursement) Forms will no longer be mailed -- They will be posted on the OPI website soon - watch your email for availability of the forms. Districts should print the pre-filled documents from the county folder (in the same way as the TR-13's and payment information) make copies and distribute to the same entities as in the past. These forms are due to the county superintendent by February 1 and to the OPI by February 15.  
OPI Contact: Maxine Mougeot at (406)444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov).

**FY 2006 Impact Aid Applications Due 1/31/2005** The deadline for submitting FY 2006 Impact Aid applications is January 31, 2005. Applying districts are encouraged to submit the application using the U.S. Department of Education's on-line grant application system, "e-Application." The web address for e-Application is <http://e-grants.ed.gov>. Please make all efforts to submit the application to the U.S. Department of Education by the deadline to avoid reductions in FY 2006 payments. Late applications submitted within 60 days after the deadline will result in payments reduced by 10 percent. Applications received after the 60-day late window cannot be accepted.  
OPI Contact: Tal Redpath, 406-444-3024 or [redpath@mt.gov](mailto:redpath@mt.gov).

**Reporting Fixed Assets and Long Term Liabilities** If the Fixed Assets and Long Term Liabilities were not completed on the FY 2003-04 Trustees' Financial Summary (TFS) submitted by your district, please send OPI the information for the reports when it is available. The reports can be found on the OPI website under the Capital Assets, Depreciation and Long-term Debt heading at the following link:  
<http://www.opi.state.mt.us/schoolfinance/gasb34.html>. Upon receipt of the reports, OPI will enter the data in the MAEFAIRS system so that the 6/30/04 balances will be accurate starting points for 6/30/05 reporting.  
Need help? OPI contact: Jim Oberembt, (406) 444-1257 or [joberembt@mt.gov](mailto:joberembt@mt.gov).

**OPI to Provide FY2005-06 Budgeting Tools Soon** In an effort to provide school districts with tools to ESTIMATE budgets for the FY05-06 school year, the division of School Finance will make available a General Fund Budgeting Spreadsheet and Draft MAEFAIRS. The spreadsheet will allow districts to estimate the general fund budget using the current law including a 2.1% increase in entitlements and to change constants; Draft MAEFAIRS will give the user the opportunity to estimate budgets in all budgeted funds using current year entitlements. Districts should remember that during a legislative year, budgeting figures are not final until the end of the legislative session. Watch your email for availability of these two budgeting tools.

**Preliminary Budget Data Sheets to be Issued March 1** Preliminary Budget Data Sheets for FY 2005-06 will be posted on the OPI website on March 1, 2005. The Budget Data Sheets reflect direct state aid, ANB, special education block grant rates, disproportionate cost funding and GTB subsidies.  
OPI Contact: Bonnie Maze at (406)444-3249 or [bmaze@mt.gov](mailto:bmaze@mt.gov)

**Pre-Legislative Entitlements for FY06** The following entitlement amounts are preliminary and probably the minimum as these budgeting factors are dependent upon Legislation. OPI hopes to have exact figures in late April or early May. Pre-legislative entitlements for FY 06 are:

	Elementary	High School
Basic	\$20,276	\$225,280
Per-ANB	\$ 4,116	\$ 5,484

**Montana  
2005  
Legislative  
Session**

Information regarding all aspects of the 2005 Montana Legislative Session is available at the following link:

[http://laws.leg.state.mt.us/pls/laws05/LAW0200W\\$.startup](http://laws.leg.state.mt.us/pls/laws05/LAW0200W$.startup)

**Useful  
Websites**

List of all Official OPI E-Mails: [http://www.metnet.state.mt.us/Official\\_Mail](http://www.metnet.state.mt.us/Official_Mail)

OPI's GASB 34 Web Page: <http://www.opi.state.mt.us/schoolfinance/gasb34.html>

Bus Safety and Driver Training Videos:

<http://www.opi.state.mt.us/pdf/pupiltransport/TrainingVideos.pdf>

*Let us know if  
you are looking  
for a particular  
form, and we'll  
do our best to  
provide it  
electronically!*

OPI's "Get Answers" searchable databases for School Finance:

[http://data.opi.state.mt.us/scripts/rightnow.cfg/php.exe/enduser/std\\_alp.php?p\\_sid=VtNdSksh&p\\_lva=&p\\_li=&p\\_page=1&p\\_prod\\_lv1=2&p\\_prod\\_lv2=%7Eany%7E&p\\_cat\\_lv1=%7Eany%7E&p\\_search\\_text=&p\\_new\\_search=1&p\\_search\\_type=3&p\\_sort\\_by=dflt](http://data.opi.state.mt.us/scripts/rightnow.cfg/php.exe/enduser/std_alp.php?p_sid=VtNdSksh&p_lva=&p_li=&p_page=1&p_prod_lv1=2&p_prod_lv2=%7Eany%7E&p_cat_lv1=%7Eany%7E&p_search_text=&p_new_search=1&p_search_type=3&p_sort_by=dflt)

School Finance forms and publications: [http://](http://www.opi.state.mt.us/schoolfinance/forms.html)

[www.opi.state.mt.us/schoolfinance/forms.html](http://www.opi.state.mt.us/schoolfinance/forms.html)

FP-14 Student Attendance Agreement:

<http://www.opi.state.mt.us/PDF/SchoolFinance/forms/FP14Fillin.pdf>

FP-14A Special Tuition Rates (used with FP-14)

<http://www.opi.state.mt.us/PDF/SchoolFinance/forms/FP14AFillin.pdf>

2005 Elections Calendar:

<http://www.opi.state.mt.us/PDF/SchoolFinance/forms/2005Calendar.pdf>

Need more information about elections? Contact Mike Waterman at (406) 444-4524 or [mwaterman@mt.gov](mailto:mwaterman@mt.gov).

CFDA Numbers for Federal Grants: [http://](http://www.opi.state.mt.us/FederalPrograms/handbook.html)

[www.opi.state.mt.us/FederalPrograms/handbook.html](http://www.opi.state.mt.us/FederalPrograms/handbook.html)

(Appendix F of the OPI State and Federal Grants Handbook)

Budget Amendment Packet: OPI offers a packet of information about the budget amendment process for school districts:

<http://www.opi.state.mt.us/pdf/schoolfinance/forms/2002bapacket.pdf>

Montana Codes Annotated (MCA) Online:

<http://www.opi.state.mt.us/masterMCASearch.html>

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